

**Instructions:**

- In **columns 1-3**, enter the LEA ID, LEA name, and district-wide identified student percentage (ISP) for every LEA with at least one eligible school.
- An "X" will appear in the appropriate **column 4 or 5** to indicate that the LEA is eligible or near eligible to participate in CEP. Only one column should be marked between columns 4-5.
- Follow the instructions in row 7 to complete **columns 6-11**.
- An "A" will appear in **column 12** if all the schools in the LEA in column 2 are participating in CEP (the # of schools entered in columns 8 and 10 should match).
- An "S" will appear in **column 13** if one or some schools in the LEA in column 2 are participating in CEP (the # of schools entered in column 10 is less than the # of schools entered in column 8).
- Provide additional comments or clarifications in **column 14**.
- Submit completed template to [cepnofication@fns.usda.gov](mailto:cepnofication@fns.usda.gov) by **DATE** to publish the list of LEAs receiving CEP eligibility notices on your website. This information will be linked to FNS' CEP web site. LEAs receiving notices for district-wide eligibility must be reported in the columns below.

[illegible]